

Procedural Reminder for Before and After Preventive and Corrective Maintenance Actions

GENERAL

This note establishes the procedures performed prior to conducting preventive and corrective maintenance activities.

PROCEDURE**BEFORE PERFORMING PREVENTIVE AND CORRECTIVE MAINTENANCE**

1. Contact the AOMC at 1-800-242-8194 and provide notification on which ASOS you will be performing maintenance.
2. Notify ALL necessary sites and critical user personnel that the ASOS will have maintenance performed.
 - a. Immediately before working at National Weather Service staffed sites, the MIC/OIC/Observer *should* inform the air traffic control tower and any other critical users that the ASOS will be disabled for maintenance. All personnel must be informed before starting any maintenance activities.
3. Disable all COMMS, therefore eliminating the transmission of any data or observation.
4. Make the appropriate SYSLOG entries (as required):
 - a. Log on as **TECH**.
 - b. Key the **MAINT** screen.
 - c. Key the **ACT** page.
 - d. Key **START** - Stop here and perform the necessary preventive or corrective maintenance.

AFTER PERFORMING PREVENTIVE AND CORRECTIVE MAINTENANCE

1. Contact the AOMC at 1-800-242-8194 and inform the operator that maintenance has been completed and the ASOS is again fully operational.
2. Enable all COMMs.
3. Notify all site personnel that the ASOS is fully operational.
4. Enter in the SYSLOG (as required) the maintenance has been completed.
5. Check the SYSLOG and verify that the maintenance information entered is correct.

EFFECT ON OTHER INSTRUCTIONS

None.

REPORT MAINTENANCE ACTION

None.

Original Signed

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